

ADMINISTRATIVE PROCEDURES

Student Performance Evaluation Checklist

Student Name:

Period:

Date:

Performance rating scale:

4 = highly skilled

3 = moderately skilled

2 = limited skill

1 = not skilled

Successfully demonstrated without supervision

Successfully demonstrated with limited supervision

Demonstrated with close supervision

Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet State Skill Certification requirements.

| STANDARD 01 - Communication | | | | |
|---|---|---|---|---|
| Identify and incorporate the communications process/cycle | 1 | 2 | 3 | 4 |
| Compose business documents (letters, reports, memos, etc.) And use software templates | 1 | 2 | 3 | 4 |
| Create and understand financial documents (purchase orders, invoices, purchase requisitions) | 1 | 2 | 3 | 4 |
| Create and perform an oral presentation using presentation software, visual aides and handouts | 1 | 2 | 3 | 4 |
| Understand the impact of cultural differences in international business | 1 | 2 | 3 | 4 |
| STANDARD 02 - Management | | | | |
| Use a reminder/time management system(s) to calendar and prioritize work activities | 1 | 2 | 3 | 4 |
| Understand office ergonomic, security, and safety issues | 1 | 2 | 3 | 4 |
| Organize a business meeting (arranging for facilities, conducting, setup, agenda, minutes, etc.) | 1 | 2 | 3 | 4 |
| Identify: record life cycle, manual/computerized filing, storage medium, retention schedule | 1 | 2 | 3 | 4 |
| Demonstrate the use of reference materials (dictionaries, thesaurus, manuals, etc.) | | | | |
| Identify proper handling of incoming and outgoing mail, federal postal, and other mail services | 1 | 2 | 3 | 4 |
| STANDARD 03 - Business Machine and Computer Technology | | | | |
| Demonstrate telephone procedures, services and etiquette when placing and receiving calls, voice mail, e-mail, speaker phones, and video/audio conference calling | 1 | 2 | 3 | 4 |
| Understand and/or demonstrate: fax machines, photo copiers, scanners, postage meters, and electronic calculator/keypad | 1 | 2 | 3 | 4 |
| Understand and/or demonstrate the use of e-mail and its properties | 1 | 2 | 3 | 4 |
| Understand the terminology of computer hardware, software, telecommunications, networks | 1 | 2 | 3 | 4 |
| Demonstrate the use of the Internet in accessing business information | 1 | 2 | 3 | 4 |
| STANDARD 04 - Human Relations | | | | |
| Identify characteristics of: attitude, professionalism, ethics, decision making, problem solving | 1 | 2 | 3 | 4 |
| Discuss group/team dynamics and interactions between coworkers | 1 | 2 | 3 | 4 |
| Conduct a job search, complete an application, prepare a resume, participate in an interview | 1 | 2 | 3 | 4 |

Student Signature

Teacher Signature